

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-839

Page 1 of 1

Agency  
HOWARD COUNTY GOVERNMENT

Division/Unit  
Bureau of Communications

Item  
No.

Description

Retention

SEE ATTACHED SCHEDULES

Schedule Approved by Department,  
Agency,  
or Division Representative,  
Date 6/18/98

Signature Phyllis L. Pritchett

Typed Name Phyllis L Pritchett

Title County Records Management Officer

Schedule Authorized by State Archivist

Date

JUN 30 1998

Signature

Edward C. Loper

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency

HOWARD COUNTY GOVERNMENT

Division/Unit

BUREAU OF COMMUNICATIONS / 9-1-1 CENTER

Item  
No.

Description

Retention

1.0

COMPUTER-AIDED DISPATCH REPORTS / AUTOMATED FILES

These are the actual calls recorded into the CAD system. These include the call entry & dispatch record for each call received.

180 DAYS, THEN PURGED  
FROM SYSTEM AUTO.

2.0

AUTOMATIC NUMBER & LOCATION IDENTIFIER LOGS

These are logs generated automatically as calls are received into the 9-1-1 center. Also known as, ANI/ALI LOGS.

1 YEAR THEN DESTROYED  
USING STANDARD COUNTY  
PROCEDURES.

3.0

COMMUNICATIONS TAPES

These are Digital Data Storage Tape Recordings of all phone and radio positions in the 9-1-1 center. All phone and radio conversations are recorded and stored in this manner.

180 DAYS, THEN RE-USED

4.0

REQUEST FOR COPIES

These are requests received in writing for copies of phone and/or radio conversations. 9-1-1, Police or Fire/EMS related.

MAINTAINED AS LONG AS  
ADMINISTRATIVELY  
NEEDED.

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date 3-26-98

Signature [Signature]

Typed Name John A. Hampton

Title Bureau Chief

Schedule Authorized by State Archivist

Date JUN 30 1998

Signature [Signature]

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency  
HOWARD COUNTY GOVERNMENT

Division/Unit  
Bureau of Communications

Item No.	Description	Retention
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Schedule Approved by Department,  
Agency,  
or Division Representative

Date

Signature

Typed Name Phyllis L Pritchett

Title County Records Management Officer

Schedule Authorized by State Archivist

Date JUN 30 1998

Signature

Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency

HOWARD COUNTY GOVERNMENT

Division/Unit

BUREAU OF COMMUNICATIONS / 9-1-1 CENTER

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Schedule Approved by Department,  
Agency,  
or Division Representative.

Date 3-26-98

Signature *J. A. Hampton*

Typed Name John A. Hampton

Title Bureau Chief

Schedule Authorized by State Archivist

JUN 30 1998

Date

Signature *Edward C. [Signature]*

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>4</u>
Department/Agency HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	2. Division  9-1-1 CENTER	3. Unit
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title  COMPUTER-AIDED DISPATCH REPORTS / AUTOMATED FILES		5. Earliest Year/Latest Year 1997 to 1998
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These are the actual calls recorded into the CAD system. These are recorded into the system as received. These records include all information relevant to a call for service handled by the Police or Fire Departments. These records track all information entered by the calltaker as well as the dispatch information recorded by the dispatcher. These are automated files that are automatically purged from the system after 180 days.		
7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Automated Records in CAD memory	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 180 days Number depends on the volume of calls received.  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) N/A Number
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly XX	12. File Becomes Inactive After 180 days <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number Records are automatically purged after 180 days	
13. Current Location(s) (Bldg., Floor, Room) George Howard Building, Ground Floor, Bureau of Communications	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Back-up files in ISSO, Carroll Building	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent XXX	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  Records currently purged automatically from system after 180 days.	
Name and Title of Preparer John C. McNamara Training/Quality Assurance Coordinator	20. Telephone Number  410-313-2300	21. Date  3-25-98

DGS 550-4 (Rev. 1/93)

Figure 1

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>4</u>	
Department/Agency HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER		2. Division  9-1-1 CENTER		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title AUTOMATIC NUMBER & LOCATION IDENTIFIER LOGS				5. Earliest Year/Latest Year 1997 to 1998	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  These are the logs that are automatically generated when a 9-1-1 call in received into the 9-1-1 Center. These logs are part of the enhanced 9-1-1 system used by Howard County. These logs indicate the phone number and location of all 9-1-1 calls received. This information is supplied from the local phone company. These are also known as the ANI/ALI LOGS.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) xx _____ These logs are generated on standard printer paper.		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological / Recorded daily stored on a 24 hour basis. <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 5.0 CU. FT. Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation 5.0 CU. FT. Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Files are generated daily and used as administratively needed.			12. File Becomes Inactive After _____ Month(s)      1 <input checked="" type="checkbox"/> Year(s) Number Files are destroyed after one year.		
13. Current Location(s) (Bldg., Floor, Room)  HOWARD BUILDING, GROUND FLOOR, BUREAU OF COMMUNICATIONS, POLICE DISPATCH ROOM			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s)      XXX			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Records currently are filed and kept for a period of one year and then destroyed using the standard county procedures.		
Name and Title of Preparer John C. McNamara Training & Quality Assurance Coordinator		20. Telephone Number  410-313-2300		21. Date  3-25-98	

DGS 550-4 (Rev. 1/93)

Figure 1

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>3</u> OF <u>4</u>
Department/Agency HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	2. Division  9-1-1 CENTER	3. Unit
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title COMMUNICATIONS TAPES		5. Earliest Year/Latest Year 1997 to 1998
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  These are the actual recordings of all phone and radio positions within the 9-1-1 Center. These recordings contain all phone conversations as well as all radio transmissions by dispatch, Police, Fire and EMS personnel. These tapes are in the form of Digital Data Storage Tape.		
7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape DAT Tapes <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological XXX <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1.5 CU. FT. Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation 1.5 CU. FT. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly DAT Tapes store 3 days of recordings.	12. File Becomes Inactive After _____ 6 <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number Tapes are re-used after 180 days.	
13. Current Location(s) (Bldg., Floor, Room) HOWARD BUILDING, GROUND FLOOR, BUREAU OF COMMUNICATIONS, TRAINING & QUALITY ASSURANCE COORDINATOR'S OFFICE	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  As stipulated by the Howard County Office of Law these tapes are kept for 180 days and then erased and re-used.	
Name and Title of Preparer John C. McNamara, Training & Quality Assurance Coordinator	20. Telephone Number 410-313-2300	21. Date 3-25-98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>4</u>
Department/Agency HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	2. Division  9-1-1 CENTER	3. Unit
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title REQUEST FOR COPIES, RECORDINGS		5. Earliest Year/Latest Year 1997 to 1998
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  These are the written requests that are received in reference to obtaining copies of 9-1-1 calls and/or dispatch transmissions. These requests are received from Police, Fire, EMS agencies as well as attorney's and the general public.		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 150-200 Number <u>1 CU. FT.</u> Log Book also  10. Annual Accumulation 150-200 <u>letters</u> Number <u>1 CU. FT.</u> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly As requests come in.	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Maintained as long as administratively needed, currently one year.	
13. Current Location(s) (Bldg., Floor, Room) HOWARD BUILDING, GROUND FLOOR, BUREAU OF COMMUNICATIONS, SECRETARY STATION	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No XXX	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No XXX	18. Recommended Retention  Maintained as long as administratively needed.	
Name and Title of Preparer  John C. McNamara, Training & Quality Assurance Coordinator	20. Telephone Number  410-313-2300	21. Date  3-25-98